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EXECUTIVE COMMITTEE of the FACULTY ASSEMBLY

Meetings: May – August 2002

May 16, 2002 *Present:* Thomas Day, Arthur Frankel, Terrence Gavan, Christopher Kiernan, Johnelle Luciani RSM (Chair)

1. **Call to Order and Minutes.** The meeting was called to order at 3:25 PM. The Minutes of the meeting of April 15 were approved.
2. **Faculty Assembly Meeting.** The committee decided that the Speaker would be elected at an Assembly meeting held at a convenient time on May 21 or 22, when a workshop on the proposed core curriculum is scheduled.
3. **Meeting with Parliamentarian.** The Assembly's parliamentarian came to the meeting and helped the committee to clarify questions that the committee had about conducting meetings. Also discussed were distinctions related to Assembly meetings, workshops, and forums.
4. **Miscellaneous.** The committee discussed the End-of-the-Year Party, certificates and gift certificates for faculty who are retiring or leaving the University after a number of years of service, and possible changes in the *Statutes of the Faculty* in the Faculty Manual.

The meeting adjourned at 4:30 PM.

May 30, 2002 *Present:* Joan Chapdelaine, Daniel Cowdin, Thomas Day, Arthur Frankel, Johnelle Luciani RSM (Chair), William Stout

1. **Call to Order and Minutes.** The meeting was called to order at 3:08 PM. The Minutes of the meeting of May 16 were approved. The Faculty Assembly Minutes for the meeting of May 22 were authorized for release at the next Assembly meeting.
2. **Thank you.** The Chair read a note from Barbara A. Kathe, Vice President for Academic Affairs/Dean of Faculty:

Dear Friends and Colleagues,
Although I must thank you for the kind, but undeserved recognition at the Faculty Annual Dinner, I am most grateful to you for the day by day gracious goodness and strong dedication I have witnessed these past four years. You have each brought vibrant color to the tapestry of those years. What we have shared will not be forgotten. You have meant more to me and have given me more than you will ever know. Thank you.

Barbara Kathe

3. **Membership of the committee, 2002-2003 academic year.** The new members of the committee were introduced.

<u>Term Ends</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
	Joan Chapdelaine	Elaine Daniels	Thomas Day
	Daniel Cowdin	Arthur Frankel	Sandor Kadar
	William Stout	Christopher Kiernan	Johnelle Luciani RSM

4. **Schedules for 2002-2003.** The Chair presented tentative schedules for the Faculty Assembly and the Executive Committee:

Faculty Assembly: First Monday of the month

October 7, November 4, December 2, February 3, March 3, April 7, May 5.

Executive Committee: Mondays, except where noted

September 16, October 21, November 18, December 16, January 27, February 18

(Tuesday, Monday schedule), March 17, April 28.

5. **Volunteers for committees.** According to the *Statutes of the Faculty* (Faculty Manual), the Executive Committee of the Faculty Assembly appoints (a) two members of the Joint Administration-Faculty Commission on the Faculty Manual and (b) a pool of faculty volunteers willing to serve on ad hoc Grievance Committees. The Executive Committee, like the previous Faculty Senate, has also played a role in the formation of the membership of (c) the Faculty Advisory Committee on Salary and Benefits (FACSB). The Executive Committee authorized the Chair to send out a mailing, in the fall semester, to the members of the Assembly with a request for faculty to volunteer for this commission and these two committees.
6. **Changes to the *Statutes of the Faculty*.** There was consensus among the members present that the process for electing committees, as described in the *Statutes of the Faculty*, would benefit from some improvements. The committee reviewed some written sketches for changing the *Statutes* in a way that would bring about these improvements. Changes (especially clarifications) for other sections of the *Statutes* were also discussed.

The steps that the Executive Committee would have to take in order to go from the idea to the constitutional change (as described in the *Statutes*, XIII, B.1.d) would be as follows:

- The Executive Committee would prepare, for “appropriate discussion” by the Faculty Assembly and administration, a written sketch with proposals.
- After this “appropriate discussion” and input, the Executive Committee would prepare a formal draft proposal that is sent to the Joint Administration-Faculty Commission on the Faculty Manual for its consideration.
- The proposal, with the opinion of the Faculty Manual Commission, would be sent to the Faculty Assembly for a vote.
- The proposal, if the Assembly votes to approve it, is sent to the President, who decides whether or not the changes are incorporated into the *Statutes*.

If the faculty wish to recommend a change in another part of the Faculty Manual (i.e., outside of the *Statutes*), the recommendation is sent directly to the President, if it is approved by the Faculty Assembly.

7. **Next Meeting of the committee.** Tuesday, June 18, 3:00-4:30 PM. Place: Committee’s office.

The meeting adjourned at 5:00 PM.

June 18, 2002

Present: Joan Chapdelaine, Thomas Day, Arthur Frankel, Sandor Kadar, Christopher Kiernan, Johnelle Luciani RSM (Chair)

1. **Call to Order and Minutes.** The meeting was called to order at 3:05 PM. The Minutes of the meeting of May 30 were approved.
2. **Election of Officers.** The committee elected the following officers: *Vice Chair*, Christopher Kiernan; *Secretary*, Thomas Day; *Treasurer*, Arthur Frankel
3. **Statistics (average class size, faculty/student ratio).** During the 2001-02 academic year, the committee studied the matter of two statistics: average class size and faculty/student ratio; it also initiated preliminary discussions with the administration about this matter.

A Motion was made, seconded, and passed to authorize three members of the Faculty Assembly to continue these discussions with the administration during the 2002-03 academic years. They are Arthur Frankel, Terrence Gavan, and Christopher Kiernan.

4. **Next meeting.** Tuesday, July 16, 3:00 PM.

The meeting adjourned at 4:40 PM.

July 16, 2002 *Present:* Daniel Cowdin, Thomas Day, Sandor Kadar, Christopher Kiernan, Johnelle Luciani RSM (Chair)

Absent: Joan Chapdelaine, Arthur Frankel

1. **Call to Order and Minutes:** The meeting was called to order at 3:07 PM. The Minutes of the meeting of June 18 were edited and approved.
2. **Resignation and Replacement.** Elaine Daniels, a member of the Executive Committee of the Faculty Assembly, has resigned from the University. The constitution of the Assembly requires that a replacement for an member of the Executive Committee who resigns be determined by a special election (2000 Faculty Manual, p. 108, B.5). The Nominations and Elections Committee conducts the election. The individual elected would serve until May 2004.

The Executive Committee authorized the Chair to ask the Vice President for Academic Affairs/Dean of Faculty to appoint the Nominations and Elections Committee as soon as possible so that this election can be conducted perhaps as early as the first week in September.

3. **Committee List.** The committee authorized the Chair to contact the Vice President for Academic Affairs/Dean of Faculty and request that a list of faculty committees be made available to the faculty this fall.
4. **Faculty Manual.** The committee discussed a written sketch of possible ways to improve the system for electing committees. It hopes to present to the Assembly ideas for suggested improvements perhaps as early as next November. Other possible improvements were discussed but there was consensus that, because of the work on the core curriculum, they would have to be brought to the Assembly at a later date.

5. **Core Curriculum.** The committee asked one of its members who is on the Deliberative Committee on the Core Curriculum to bring the following message to that committee:

In view of the scope and magnitude of the work on a revised core curriculum, the Executive Committee requests that all core curriculum material be sent to the Assembly, through the Executive Committee, well ahead of time.

The meeting adjourned at 4:15 PM.

August 16, 2002 *Present:* Joan Chapdelaine, Thomas Day, Christopher Kiernan, Johnelle Luciani RSM (Chair),
Absent: Daniel Cowdin, Arthur Frankel, Sandor Kadar, William Stout
Resigned: Elaine Daniels

1. The scheduled meeting could not proceed because there was no quorum. The consensus was that those who were present could share information and discuss ideas.
2. **Bulletin Board.** In the spring, 2002, the administration has assigned an enclosed bulletin board on the first floor of O'Hare to the Faculty Assembly. The Chair suggested that the space could be used to showcase the activities of individual faculty and departments. She also suggested that the Executive Committee ask for a volunteer to be the "keeper" of the bulletin board. A vote will be taken on this at the September Executive Committee meeting.
4. **Meeting with the Vice President for Academic Affairs / Dean of Faculty.** The Chair met with Theresa Madonna, the VP for Academic Affairs / Dean of Faculty, and requested that the Nominations and Elections Committee hold an election to replace Elaine Daniels, a former member of the Executive Committee who has resigned from the University. Dr. Madonna agreed. Sister Johnelle also mentioned that the Executive Committee is working on a proposal to change the Nominations and Elections Committee from a committee appointed by the administration to an elected one. Dr. Madonna said that this seemed like a logical proposal and would be happy to review it at the appropriate time.

The Chair emphasized that the Executive Committee, on behalf of the Faculty Assembly, is looking forward to working with the administration. The committee will raise issues for discussion during the academic year. Dr. Madonna said she would like to come to a meeting of the committee.

5. **Core curriculum.** The proposal for a revised core curriculum will be presented at the Faculty Assembly meeting on Monday, October 7 for a vote. The Chair said that the committee should anticipate the possibility that the proposal will not be ready for a vote at the end of this meeting because of an extended debate or a decision to divide the proposal into separate sections with separate votes. The Chair says it may be necessary to continue this meeting on the following Mondays in October if the voting process is not completed by October 7. This would result in a schedule conflict with the meetings of the Graduate and Undergraduate Councils. The VP for Academic Affairs indicated to Chair that, because the matter of the core curriculum was important to resolve as soon as possible, meetings of the Assembly would take precedence over the Councils.

This meeting ended at 4:15 PM.